

Additional Payment/Deduction - Create**PA30**

Purpose Use this procedure to create an Additional Payment, or a one-time deduction for an employee.

Trigger Perform this procedure when an employee is to receive an additional payment or needs to have a deduction taken out for only one pay period.

Prerequisites None.

End User Roles In order to perform this transaction you must be assigned the following role:
Payroll Processor










Change History	
Date	Change Description
3/30/2012	User procedure created

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

Helpful Hints	None.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Scenario


An employee is eligible for a Commute Trip Reduction (CTR) reimbursement. Create the reimbursement using the **Additional Payments (0015)** infotype.

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 40000235

3. Click  (Enter) to validate the information.
4. Click the **Payroll** tab to select.
5. Click the box to the left of **Additional Payments** to select.

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000235

Name PHILLIPS MICHAEL

PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data **Payroll** Benefits Time Recording Addtl. Personal Data F

Infotype text s...

Basic Pay ☒

Recurring Payments/Deductions ☒

Additional Payments ☒

Cost Distribution ☒

Bank Details ☒

External Transfers ☒

Payroll Status ☒

Residence Tax Area ☒

Work Tax Area ☒

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype STy

6.



Click (Create) to create a new record.

Infotype Edit Goto Extras System Help

Create Additional Payments (0015)

Personnel No. 40000235 Name PHILLIPS MICHAEL

PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

Additional Payments

Wage Type

Amount USD Ind.val.

Number/unit

Date of origin 04/30/2012

Default Date

Assignment Number

Reason for Change

7.

In the **Wage Type** field, click on the  (Matchcode) to open selection list.

Wage Types for Infotype "Additional Payments" (1) 257 Entries found

Restrictions

WT	Wage Type Long Text	Start Date	End Date
1054	Lump Sum \$756 Ins Pay	07/01/2007	12/31/9999
1055	Adj to Gross not subj Ret	01/01/1900	12/31/9999
1056	Adjustment to gross-all	01/01/1900	12/31/9999
1120	Red Tax/Ret Post Sep Rec	01/01/1900	12/31/9999
1126	Noncash Health Adj	01/01/1900	12/31/9999
1127	Noncash Gross Perm	01/01/1900	12/31/9999
1128	Noncash Gross non Perm	01/01/1900	12/31/9999
1129	Noncash Gross NSubj Ret	01/01/1900	12/31/9999
1130	Noncash Gross Subj Ret	01/01/1900	12/31/9999
1135	Noncash Gross OverTime	01/01/1900	12/31/9999
1137	Uniform Fit	01/01/1900	12/31/9999
1138	Uniform Maintain \$13	01/01/1900	12/31/9999
1140	Navigation Equip Allowana	01/01/1900	12/31/9999
1141	WMS Lumpsum recognition	01/01/1900	12/31/9999
1142	Comm Trp Red (CTR) \$35	01/01/1900	12/31/9999
1143	Tuition Reimb Taxable	01/01/1900	12/31/9999
1145	Commute incentive	01/01/1900	12/31/9999
1146	Cash Recognition	01/01/1900	12/31/9999
1147	CTR daily/taxable	01/01/1900	12/31/9999
1148	Taxed Meals(In State)	01/01/1900	12/31/9999
1149	Taxed Meals(Out of State)	01/01/1900	12/31/9999

257 Entries found

8. Use the scroll bar on the **Wage Type for Infotype "Additional Payments"** to select correct Wage Type.



Tip: If you know the wage type number, you can key it into the **Wage Type** field.

Wage Types for Infotype "Additional Payments" (2) 262 Entries found


Restrictions

✓ ✕ ⏮ ⏭ ⏭ ⏮ ? 🖨

WT	Wage Type Long Text	Start Date	End Date
1120	Red Tax/Ret Post Sep Rec	01/01/1900	12/31/9999
1126	Noncash Health Adj	01/01/1900	12/31/9999
1127	Noncash Gross Perm	01/01/1900	12/31/9999
1128	Noncash Gross non Perm	01/01/1900	12/31/9999
1129	Noncash Gross NSubj Ret	01/01/1900	12/31/9999
1130	Noncash Gross Subj Ret	01/01/1900	12/31/9999
1135	Noncash Gross OverTime	01/01/1900	12/31/9999
1137	Uniform Fit	01/01/1900	12/31/9999
1138	Uniform Maintain \$13	01/01/1900	12/31/9999
1140	Navigation Equip Allowana	01/01/1900	12/31/9999
1141	WMS Lumpsum recognition	01/01/1900	12/31/9999
1142	Comm Trp Red (CTR) \$35	01/01/1900	12/31/9999
1143	Tuition Reimb Taxable	01/01/1900	12/31/9999
1145	Commute Incentive	01/01/1900	12/31/9999
1146	Cash Recognition	01/01/1900	12/31/9999
1147	CTR daily/taxable	01/01/1900	12/31/9999
1148	Taxed Meals(In State)	01/01/1900	12/31/9999
1149	Taxed Meals(Out of State)	01/01/1900	12/31/9999
1150	Relocation Comp	01/01/1900	12/31/9999
1151	EMS Performance Comp	01/01/1900	12/31/9999
1152	Team Development Tr Incen	01/01/1900	12/31/9999

262 Entries found

9.

Click  (Copy) to return back to the *Create Additional Payments (0015)*

Infotype Edit Goto Extras System Help

Create Additional Payments (0015)

Personnel No. 40000235 Name PHILLIPS MICHAEL

PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

Additional Payments

Wage Type 1147

Amount USD Ind.val.

Number/unit

Date of origin 04/30/2012

Default Date

Assignment Number

Reason for Change

10. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Amount	R	Enter the amount of the overpayment. Example: 50
Date of Origin	R	Enter a date within the pay period the deduction is to begin. Example: 4/30/2012

Create Additional Payments (0015)

Personnel No. 40000235 Name PHILLIPS MICHAEL

PersArea 1050 Office of Financial Mgmt EGroup B Civil Service Exempt

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

Additional Payments

Wage Type 1147 CTR daily/taxable

Amount 50.00 USD Ind.val.


Number/unit


Date of origin 04/30/2012

Default Date

Assignment Number

Reason for Change

11. Click  (Enter) to validate entries.

12. Click  (Save) to save entries.

13. Run the [Payroll Simulation](#) to verify the reimbursement.

Results

You have successfully created an Additional Payment/Deduction.